

Overview Unenveloped mailpieces prepared for an automation rate mailing must be tabbed to prevent an open edge from jamming high-speed processing equipment. Construction of the mailpiece plays an important role in determining automation compatibility. Standards for tabs are based on basis weight of paper stock used for the mailpiece and the location of the folded or bound edge. As an alternative to tabs or wafer seals, the open edge of the length of the mailpiece may be continuously glued or spot glued. Tabs are not required on flats but may be necessary or advisable to meet other preparation standards.

Characteristics and Content
(C810.4, C820.4) Number and location of tabs or wafer seals are specified for particular types of letter mail. In all cases, additional tabs may be used.
Tabs, wafer seals, tape, or glue must not interfere with recognition of postage, facing identification mark (FIM), rate markings, required address information, or barcode. If placed in a barcode clear zone, the tabs or wafer seals must contain a paper face meeting the standards for background reflectance and ink acceptance.
Adequate adhesion required.
Basis weight: the minimum basis weight standards vary, depending on the construction of the mailpiece (see reverse) and the sheet size below.

Letter-Size Folded Self-Mailers
(C810.7) Fold must be parallel to the longest dimension (length) of the mailpiece.
With one tab or wafer seal: folded edge at bottom of mailpiece, tab or wafer seal in middle of top edge of mailpiece.
■ Single folded sheet, sealed with one tab or wafer seal, minimum basis weight: 28 pounds (17 by 22 inches by 500 sheets) or 70 pounds (25 by 38 inches by 500 sheets).
■ Two or more sheets, sealed with one tab or wafer seal, minimum basis weight: 24 pounds (17 by 22 inches by 500 sheets) or 60 pounds (25 by 38 inches by 500 sheets).
With two tabs or wafer seals: minimum basis weight 20 pounds (17 by 22 inches by 500 sheets) if folded edge is at top or bottom of the mailpiece. Tabs or wafer seals must be placed within 1 inch of the right and left edges of mailpiece (see reverse).

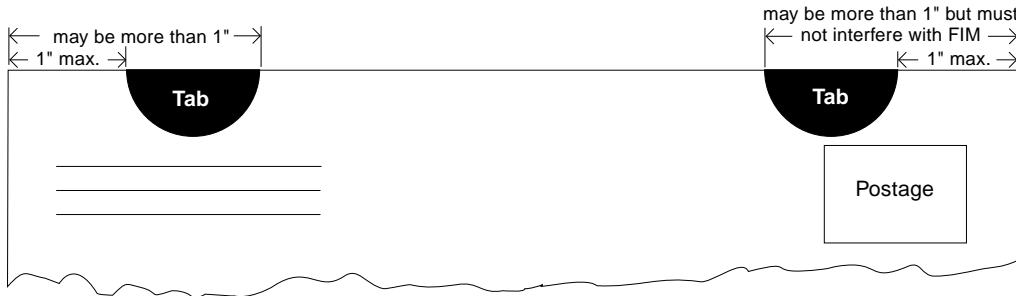
Letter-Size Booklet-Type Mailpiece
(C810.7) The bound edge or spine must be the longest edge of the mailpiece and must be the bottom of the mailpiece parallel to the address. The mailpiece must be secured in one of two ways:
■ Top unbound edge must have at least two tabs or wafer seals placed within 1 inch of the right and left edges of mailpiece (see reverse).
■ The leading and trailing edges or sides must be secured with tabs or wafer seals placed within 1 inch of the top right and top left edges of the mailpiece.
Front and back covers must have a minimum basis weight of 20 pounds.

Cards
(C810.7) Minimum basis weight of 75 pounds or greater. Double postcards not sealed on all edges must have folded edge at the top or bottom. The open edge must be secured with one tab in the middle.

Flat-Size Booklet-Type Mailpieces
(C820.6) The contents of the mailpiece prepared in sleeves or other wrappers must be sufficiently secure in the sleeve or wrapper to stay in place during processing. If material bearing the delivery information or barcode for the mailpiece is enclosed in a partial wrapper, that wrapper must be sufficiently secure to prevent the contents from shifting and obscuring the delivery address or barcode.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

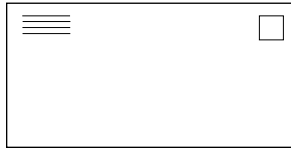
Placement of Tabs and Wafer Seals



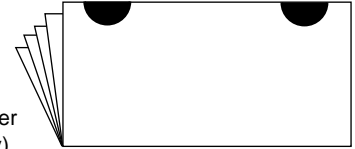
Specifications for Automation-Compatible Mailpieces

Envelope

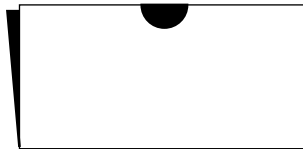
Tabs None (folded/
sealed edges)
Fold/Spine N/A
Sheets N/A
Basis Weight 16 lb.

**Booklet**

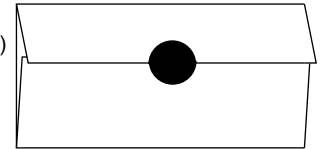
Tabs 2 (start \leq 1 inch
from edges)
Fold/Spine Bottom
Sheets Multiple with Cover
Basis Weight 20 lb. (Cover only)

**Double Card**

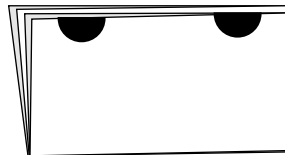
Tabs 1 (middle)
Fold Top or Bottom
Sheets Single
Basis Weight 75 lb.

**Invitation Fold**

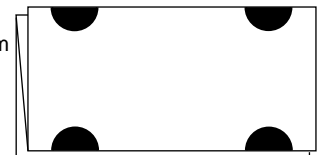
Tabs 1 (in center of overlap)
Fold Top and Bottom
Sheets Multiple or Single
Basis Weight 20 lb.

**Folded Self-Mailer**

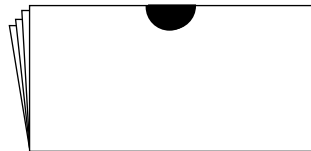
Tabs 2 (start \leq 1 inch
from edges)
Fold/Spine Top or Bottom
Sheets Single
Basis Weight 20 lb.

**Accordion Fold Tabs**

Tabs 4 (2 top and 2 bottom
start \leq 1 inch from
edges)
Fold/Spine Open Edge Top
and Bottom
Sheets Multiple or Single
Basis Weight 20 lb.

**Folded Self-Mailer**

Tabs 1 (middle)
Fold/Spine Bottom
Sheets Multiple
Basis Weight 24 lb.

**Continuous Gum Strip**

Glue Strip Top Edge
Fold/Spine Bottom
Sheets Single
Basis Weight 20 lb.

**Folded Self-Mailer**

Tabs 1 (middle)
Fold/Spine Bottom and Right
Sheets Single
Basis Weight 28 lb.

